



JOB DESCRIPTIONS FOR WAGE & BENEFIT SURVEY

HOURLY WORKERS

1. HEAT TREATER FURNACE OPERATOR/SETUP/BRAZER

Performs a variety of repetitive work in heat treating, hardening, tempering, carburizing operations on a wide variety of dies, tools, gauges, production parts. Operates furnaces to anneal, temper, carburize, harden, normalize, and oil and water quench a variety of parts and materials, where cycle time, temperature and methods are prescribed. Also sets and check controls, loads and unloads furnaces, quench parts, and test for hardness, etc. Follows prescribed methods generally, making variations for material and operation and detect/report faulty operation or condition. May be required to do SPC charting.

Performs the various brazing procedures, without supervision, for repeat production jobs and heat treating procedures performed in brazing equipment. Able to suit preparation and processing to variables inherent in the work, develop preparation and brazing techniques, and troubleshoot faulty work. Performs the various brazing procedures for repeat production jobs and heat treating procedures performed in brazing equipment.

2. HEAT TREAT GROUP LEADER

Performs all of the tasks of HEAT TREATER FURNACE OPERATOR (1 ABOVE) and is responsible for the supervision of other HEAT TREATERS.

3. INDUCTION/FLAME HARDENING SET UP

Sets up induction unit to perform its job. Makes coils. Knows limitations of equipment.

4. INDUCTION/FLAME HARDENING OPERATOR

Operates induction and flame hardening unit. Has ability to detect faulty parts or operation.

5. INSPECTOR

Final inspection for quality, appearance and performance of very complicated and diversified and/or expensive equipment. Plan inspection procedures and develop inspection devices. Responsible for decisions as to appearance and performance, deviations from standard specifications or allowable tolerances, acceptance or rejections. Determine reasons for defects. Could also be classified as a parts checker.

6. STRAIGHTENER

Thorough knowledge and ability to use all straightening techniques. Reads blue prints and measures parts accurately to determine necessary straightening. Straightens the most intricate and expensive parts, tools, and dies to close tolerances. Can measure straightness with various measuring devices.

7. TRUCK DRIVERS (TWO AXLE)

Limited to two axle trucks. Drives the company trucks. Must know the city streets and location of customers' plants and be able to promptly select route, deliver and pick up materials, and conduct necessary company business. Operates the truck in a safe manner, and prevents damage to the truck. Can assist in performing inside shipping duties.

8. TRUCK DRIVER (SEMI)

Trained and licensed to drive semi. Duties similar to those for TWO AXLE TRUCK DRIVER.

9. MAINTENANCE GROUP LEADER

Has knowledge of all equipment in plant. Has supervisory skills. Keeps records of spare parts. Involved in preventative maintenance & costs.

10. MAINTENANCE MECHANIC A

Performs a wide variety of plant maintenance, repair and construction operations. Works under supervisor or group leader. May use drawings. Moves, places, dismantles, sets up and aligns all types of plant machines and equipment. Moves heavy items, using hoists, rollers, dollies, bars, etc. Performs necessary rigging operations. Maintains boiler, heating and ventilating equipment, compressors, conveyors, sprinkler system, washers and blowers, fire fighting equipment. Performs general maintenance work on building such as making repairs. Repairs and adjusts machines and mechanisms. Prepares surfaces and paints and stains wood, metal and masonry surfaces.

11. MAINTENANCE MECHANIC B

Performs a variety of ordinary plant maintenance. Repairs and installs operations as assigned and directed by maintenance man "A" or maintenance foreman. Oils and greases motors, conveyors, trucks, power trucks, various machines and other plant equipment. Assists on, or performs ordinary maintenance of boilers, heating and ventilating equipment, compressors, sprinkler system, washers and blowers, fire fighting equipment. Performs general building maintenance work.

12. BLASTER

Operate sand or shot-blast equipment to remove adhering sand and scale from or to impart specified finish to casting surfaces. Position and turn castings to completely blast all surfaces. Adjust mixture of air and abrasive to suit requirements. Service sand or shot tanks, replace worn nozzles.

13. ASSEMBLERS, LOADERS AND GENERAL HELPERS

Assists production operators. Moves material, assists in loading machines, positioning work and setting up jobs. Makes adjustments or operates machines under immediate directions. Performs minor hand operations such as filing, burring, cleaning, disc grinding, etc.

14. SHIPPING/RECEIVING CLERK AND BILLING PERSON

A combination of jobs receiving clerk and shipping clerk, usually in smaller operations. Prepares shipping papers, bills of lading, etc. May have some computer skills.

15. MATERIAL HANDLER

Moves material to and from storage areas; to and from production equipment. If required, safely operates forklift or other powered vehicle, hoist, or manual crane, in performing work. Loads and unloads trucks. Learns to recognize respective work and to organize and move it to appropriate places on schedule. Works under foreman and/or production control. Requires little prior education or training as prerequisites.

16. ADMINISTRATIVE PERSONNEL

General typing and dictation. Operates office machines. Has skills such as letter writing. Operates incoming calls and/or acts as receptionist for front office.

17. ACCOUNTING CLERK

Does payroll, accounts receivable & payable, prepares ledgers for accountant. May operate computer.

18. LAB TECHNICIAN

Prepares parts for metallographic examination and/or for microhardness traverse. Performs a variety of lab functions under direct supervision of the metallurgist.

19. ORDER ENTRY SCHEDULER

Inputs data from receiving into computer and/or schedules work via automatic data processing.

20. CUSTOMER SERVICE MANAGER

Maintains customer satisfaction by providing problem-solving resources and managing a staff. Determines customer requirements and good relationships with the customers by maintaining consistent contact, re-designing processes, and making sure productivity and quality standards are achieved.

SALARIED WORKERS

1. OWNER/CEO/PRESIDENT (INACTIVE)

Not involved the day to day functions of the company / organization but consulted if necessary on business decisions. Still has a financial interest in the company.

2. OWNER/CEO/PRESIDENT (ACTIVE)

Provides strategic leadership for the company to establish long-range goals, strategies, plans, policies and budgets. Oversees daily functions of the company and gives direction especially in areas of technical or financial advice.

3. VICE PRESIDENT

Creating, communicating, and implementing the company's vision, mission and overall direction. Leads, guides, and directs the work of directors and managers.

4. PLANT MANAGER

Directs and manages all plant operations with overall responsibility for production, maintenance, quality, shipping and receiving, and other production related activities.

5. QUALITY MANAGER

Develops, implements and manages quality control systems to ensure production with established standards, customer specifications, and production goals. Also normally supervises a team of technicians or inspectors.

6. SHIFT FOREMAN

Supervises staff that manufactures products, organizes and monitors the work flow of the shop production.

7. METALLURGIST / ENGINEER

Establishes various processes to alter the chemical or physical properties of metals. Manages the operation of the materials laboratory for evaluation of materials. Refine the processing limits of existing alloy systems to achieve optimum results. Investigates resultant microstructure of materials established by various processing techniques.

8. SALES ENGINEER

Serves customers of the company by identifying the customers' needs and engineering adaptations of products / equipment and services to meet those needs. Establishes personal rapport with potential and existing customers in order to better understand their individual needs.

9. OFFICE MANAGER

Maintains office services by supervising office operations and procedures. Designs filing systems, reviews and approves supply requisitions, and assigns and monitors clerical functions.

10. HUMAN RESOURCES MANAGER

Directly responsible for the overall administration, coordination and evaluation of the human resource functions (benefit administration, performance management, compensation, classifying employees, employment laws, etc).

11. MAINTENANCE SUPERVISOR

Control and supervise the installation, repairs and upkeep of the employer's property – including machines, mechanical systems, preventative maintenance, rebuilding, replacing parts.

12. PRODUCTION MANAGER/CORDINATOR

Plans and organizes production schedule, assess project and resources requirements to make sure goods and services are produced efficiently, correct amounts and that the level of quality is achieved.

13. I.T. MANAGER/DIRECTOR

Manages and handles the working of all the technology within your plant including online presence, computer networks, hardware and software.

14. I.T. Assistant

Assists the I.T. Manager/Director with facilitation of your plant I.T. demands.